

# PERSONNEL TRANSACTION FORM

## Temporary/Non-Permanent Positions

### CITY & BOROUGH OF WRANGELL

Effective Date \_\_\_\_\_

Name \_\_\_\_\_ Transaction Type \_\_\_\_\_

Position Title \_\_\_\_\_ Grade \_\_\_\_\_ Department \_\_\_\_\_

**Pay adjustment:**

From (previous)		→	To (new)		→	From (previous)		→	To (new)	
Grade	Step		Grade	Step		Per hour	Per hour			
				\$	\$					

Temporary/Part-time/Seasonal Employees  
Hourly Compensation

Grade	Step →															
↓		1	2	3	4	5	6	7	8	9	10	11	12	13		
7		14.28	14.57	14.86	15.15	15.46	15.77	16.08	16.40	16.73	17.07	17.41	17.76	18.11		
8		16.32	16.65	16.98	17.32	17.67	18.02	18.38	18.75	19.12	19.50	19.89	20.29	20.70		
9		19.38	19.77	20.16	20.57	20.98	21.40	21.83	22.26	22.71	23.16	23.62	24.10	24.58		
10		Fixed hourly rate of \$20.00 per hour														
11		Fixed hourly rate of \$30.00 per hour														
12		25.00	25.83	26.67	27.50	28.33	29.17	30.00	30.83	31.67	32.50	33.33	34.17	35.00		
	7	Nolan Center Theater Temporary Worker						9	Election Chair and Co-Chair Person Parks Maintenance Temporary Worker				10	Intern Position		
	8	Aquatics & Recreation Temporary Worker Election Worker Library Technician							Maintenance/Custodian Temporary Worker				11	Dispatch/Corrections Officer Temporary Worker		
													12	Cruise Ship Facility Security Officer		

**Notes:**

**Signatures:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

Borough Manager: \_\_\_\_\_ Date: \_\_\_\_\_

-----Finance & Human Resources Dept. Use Only-----

Entered Electronically on: \_\_\_\_\_ Initials: \_\_\_\_\_

Performance Evaluation included with this PTF?                      Yes                      No